

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM		REQUEST FOR QUOTATION FORM & NOTICE (GOODS)	
Office/ Campus:	MIMAROPA REGION CAMPUS		
Address/ Contact Details:	BRGY. RIZAL, ODIONGAN, ROMBLON		

Quotation No.:	2021-06-QN044
Date :	June 21, 2021

Project:

PROCUREMENT OF SUPPLY AND DELIVERY OF EVENT PLANNING SERVICES FOR THE PSHS-MRC 5TH ANNIVERSARY

The PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM - MIMAROPA REGION CAMPUS intends to apply the sum of ONE HUNDRED FIFTY NINE THOUSAND FOUR HUNDRED PESOS ONLY (**Php159,400.00**) being the Approved Budget for the Contract (ABC) to pay for the contract for the Project: **PROCUREMENT OF SUPPLY AND DELIVERY OF EVENT PLANNING SERVICES FOR THE PSHS-MRC 5TH ANNIVERSARY**

TERMS OF REFERENCE:

1. The PSHS-MRC now invites qualified suppliers/manufacturers/dealers/service providers to submit price quotations for the above item with the following specifications:
 - 1.1 Please see attached request for quotation form.

PROCUREMENT OF SUPPLY AND DELIVERY OF EVENT PLANNING SERVICES FOR THE PSHS-MRC 5TH ANNIVERSARY
2. Procurement will be conducted through one of the Alternative Modes of Procurement which is "Small Value Procurement" specified under RA 9184, and its Revised IRR, otherwise known as the "Government Procurement Reform Act".
3. Eligibility Requirements for Small Value Procurement are:
 - a.) Certificate of Registration
 - b.) Updated Mayor's Permit
 - c.) Updated DTI / SEC Registration
 - d.) Updated Quarterly Income Tax Return / Tax Clearance
 - e.) PhilGEPs Certificate of Membership / Registration or Snapshot of Registered Account in PhilGEPs
 - f.) Notarized Omnibus Sworn Statement
 - g.) Landbank Passbook Account and Snapshot of Account in Landbank System for Payment Purposes
| Alternative is through Check Payment if Supplier has no Landbank Account
 - h.) Filled out Supplier's Information Sheet
4. Interested suppliers may obtain the Request for Quotation (RFQ) Form from the Finance and Administrative Division (FAD), PSHS-MRC c/o Mr. JEYOUPEE S. FERRERA, 0961-074-0071 (SMART), 0906-591-5253 (GLOBE) / bacsec@mrc.pshs.edu.ph on June 22 to June 25, 2021 from 8:00am – 5:00pm without cost.
5. The deadline for submission of duly accomplished RFQ Form (Open or Sealed) is on June 25, 2021, 5:00 pm. Suppliers are not required to attend the Opening of Quotations.
6. The winning supplier will be notified in writing or by phone or otherwise by the Head of the Procuring Entity (HOPE) subject to the provisions of RA 9184 and its Revised IRR.
7. The PSHS-MRC reserves the right to accept or reject any price offer, and to annul the procurement process and reject all offers at any time prior to contract award, without thereby incurring any liability to the affected supplier or suppliers.

JOANE C. DALISAY
BAC Chairperson

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

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GENTLEMEN:

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Schedule of Delivery is stated in the Description


In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
PRICES MUST BE Tax (VAT) INCLUSIVE					
Lot 1	1	lot	Event Planner for the activity "5th Year Anniversary and Foundation Day"		
			***Video Coverage (package for the whole event) including video clip showcasing		
	1	lot	***Lights and Sounds for Inauguration and Gabi ng Parangal		
			4 subwoofers (with amplifiers)		
			6 full range speakers (with amplifiers)		
			6 speaker monitors		
			1 audio mixer		
			4 wireless microphones		
			6 wired microphones		
			6 microphone stands		
			1 Snake cable		
			2 guitar amplifiers		
			1 bass amplifier		
			Stage lights/Backdrop lights/lights for decorations		
	1	lot	***Decorations		
			Blessing of the 3 Buildings/Facility - standee, flowers and ribbon		
			Dorm 2 - July 7, 2021		
			Elevated Water Tank - July 21, 2021		
			ACAD Bldg. 1 - August 4, 2021		
			Inauguration & Blessing of Lab. Bldg. - August 18, 2021 (arch balloons, standee, ribbons, flowers)		
			Gabi ng Parangal - August 18, 2021 (tarps, balloons, standee, red carpet, flowers, fine dining table setup)		
			Note: See attached pictures for reference		
	1	lot	***Food		
			Dorm 2 (snacks) for 85 pax		
			Elevated Water Tank (snacks) for 85 pax		
			ACAD Bldg. 1 (snacks) for 85 pax		
			Inauguration (snacks) for 90 pax		
			Gabi ng Parangal (dinner/fine dining) for 80 pax		
			Note: See attached list of menu and contract		
			Nothing Follows		
TOTAL COST					

Delivery Term : _____
 Delivery Time : **Schedule of Delivery is stated in the Description**
 Payment Term : **30 Calendar Days Upon Receipt of Purchase Order (PO)**

Very truly yours,

**PRICES IN THE ABOVE OFFER ARE
CERTIFIED TRUE AND CORRECT:**


JEYUPEE S. FERRERA
 A.O - III / Supply Officer II
 Mob. No.: 0961-074-0071(Smart); 0912-691-3397(Globe)
 Email: bacsec@mrc.pshs.edu.ph

Authorized Company Representative : _____
 (Signature Over Printed Name)

Telefax: _____

IMPORTANT

- Prices must be typewritten in ink clearly.
- If offering a substitute/equivalent, specify the brand and make.

Company Name : _____
 Address : _____
 Telephone nos. : _____
 T.I.N. : _____

FINE DINING MENU (*Gabi ng Parangal*)

Appetizers: *Bruschetta*

Main course: *Roast beef in Honey Mustard Sauce*

Vegetable: *Garden Salad*

Pasta: *Lasagna*

Dessert: *Blueberry Cheese Shots*

Drinks: *Lemon Grass*

SNACKS

1. Blessing of buildings for 85 pax each
 - Dorm 2 – *Chicken and beef burger and lemonade*
 - Elevated Water Tank – *Tuna Sandwich and iced tea*
 - Academic Bldg. 1 – *Waffle with chicken and beef hotdog and soft drinks or fruit juice*
2. Inauguration for 90 pax – *Beef and chicken shawarma and cucumber juice*



CONTRACT AGREEMENT OF EVENT PLANNING

KNOW ALL MEN BY THESE PRESENTS:

This Contract Agreement of Event Planning (“Contract”) entered into this ____ day of _____ 2021 in Odiongan, Romblon by and between:

PHILIPPINE SCIENCE HIGH SCHOOL – MIMAROPA CAMPUS, a constituent campus of the Philippine Science High School (“PSHS”) System, an attached agency of the Department of Science and Technology (“DOST”), with address at Barangay Rizal, Odiongan, Romblon, represented herein by its Campus Director, **EDWARD C. ALBARACIN**, hereinafter referred to as the “**Client**”

-and-

_____, Filipino, of legal age, and with address at Barangay _____, Romblon, hereinafter referred to as the “**Event Planner**”.

The Client and Event Planner shall be hereinafter referred to, individually, as “Party”, and, collectively, as “Parties”.

I. EVENT AND DESCRIPTION. On June – August 2021 (*may change due to regulatory requirements*) the Client intends to host the below described event (the “**Event**”):

PSHS – MRC’s 5th FOUNDING ANNIVERSARY

a. Blessing and Turn Over of Buildings and Facilities

Building/Facility	No. of expected guests	Date & Time	Location
Dormitory Building 1	85	July 9, 2021 / 8:00 AM to 10:00 AM	PSHS MRC
Elevated Water Tank	85	July 23, 2021 / 8:00 AM to 10:00 AM	PSHS MRC
Academic Building 1	85	August 6, 2021 / 8:00 AM to 10:00 AM	PSHS MRC

b. *Araw ng Pasasalamat* (Inauguration)

No. of expected guests	Date & Time	Location
90	August 20, 2021 9:30 AM to 11:30 AM	PSHS MRC Laboratory Building

c. *Gabi ng Parangal*

No. of expected guests	Date & Time	Location
80	August 20, 2021 6:00 PM to 9:00 PM	PSHS MRC Laboratory Building



II. EVENT PLANNER DUTIES. The Client engages the Planner's services to perform the following duties with regards to the Event:

- a. Decoration - provides aesthetic and create an ambiance suitable to the occasion.
- b. Lights and Sound - provides audible and pleasing sound on the entire duration of the event.
- c. Food Catering - provide food service as specified by PSHS-MRC during the entire duration of the event.
- d. Photo and Video Coverage - provide same day edit and capture memories worth remembering during the event.
- e Others - works that might be requested by PSHS-MRC in order to make a smooth and successful event.

The Planner shall obtain the Client's approval, in writing, before entering into any binding contracts for the event and/or issuing any non-refundable deposits.

The Planner shall coordinate with the Client through their attendance such as but not limited to:

- a. Personal or virtual meetings – The Planner is responsible for the scheduling of meetings and will notify the Client and concerned committees via e-mail (pshs@mrc.pshs.edu.ph).
- b. Briefings and the like – May be done via phone call or text (09278866315).

NOTE: The Client also has the authority to schedule meetings/briefings with the Planner if needed.

III. PAYMENT. The Parties agree to the following Payment and Payment Terms:

Total Fee for Services: _____
Amount/Percentage Due Upon Execution of Agreement: _____
Balance Due on Day of Event: _____

IV. MISCELLANEOUS PROVISIONS

- a. **Force Majeure.** Neither Party shall be liable for failure to perform its obligations under this Contract if such failure is due to Force Majeure/fortuitous events or any other cause or condition beyond its control. In this regard, the term "Force Majeure/fortuitous event" shall mean all events which could not be foreseen or, although foreseen, were inevitable and beyond the control of the Party/ies, and which materially affect the ability of the Party/ies to comply with any obligation under this Agreement, and which could not be attributed to the fault, negligence, or participation of the parties and/or their respective agents/employees, or any other cause or causes, similar to the foregoing, which are beyond the reasonable control of the Party/ies. Once the event of force majeure or fortuitous event has ceased, the pertinent party or its duly authorized representative shall immediately notify the other Party of said fact, and the parties shall resume the performance of their respective obligations under this contract.
- b. **Notice.** All notices shall be deemed binding to either Party if served either personally or through registered mail to the addresses indicated in the recital of parties above.
- c. **Non-Waiver.** The failure of either Party to insist upon the strict performance of any term, condition and/or covenant hereof shall not be deemed relinquishment or waiver of any subsequent breach of or non-compliance with the same or any other term, condition and/or covenant hereof. No waiver by a Party of his or its rights under this Contract shall be deemed to have been made unless expressed clearly and in writing and signed by said Party.



- d. **Non-Disclosure Agreement.** All photos/video that are confidential and proprietary information are herein called Confidential Information. Confidential Information shall include all stored or saved photographs/video, data, materials, products, technology, financial information, and other information about the client disclosed or submitted, orally, in writing and recordings, or by any other media, to the Planner. The Planner agrees that the Confidential Information is to be considered confidential and proprietary to client and shall not use the Confidential Information/Photographs/video other than for the purposes of its business with client, and shall disclose it only to its employees or assistants that are involved with producing the images for the client with a specific need to know. Planner will not disclose, publish or otherwise reveal any of the Confidential Information/Photographs/video taken to any other party whatsoever except with the specific prior written authorization of Owner. Confidential Information furnished in tangible form shall not be duplicated by planner except for purposes of this Agreement. Upon the request of client, planner shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media and storage devices containing such Confidential Information, within ten (10) days of such request. At clients' option, any documents or other media developed by the Planner containing Confidential Information/Photographs/Video may be destroyed by photographer. The Planner shall provide a written certificate to Owner regarding destruction within ten (10) days thereafter.
- e. **Governing Law.** This Contract shall be interpreted, governed and enforced in accordance with the laws of the Republic of the Philippines.
- f. **Amicable Settlement.** The Parties agree that in the event of any dispute between them arising from this Contract or in the interpretation of any of the provisions hereof, they shall promptly meet to amicably resolve such dispute.
- g. **Venue of Actions.** In the event that a settlement or resolution of any dispute is not arrived at pursuant to the immediately preceding paragraph, the parties hereto shall file whatever resulting action with the competent courts of Odiongan, Romblon, to the exclusion of all other courts.
- h. **Separability Clause.** In case one or more of the provisions contained in this Contract shall be declared invalid, illegal or unenforceable in any respect by competent authority, the validity, legality and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
- i. **Entire Contract.** This Contract and any other provisions or terms specifically incorporated herein constitute the entire agreement of the Parties and supersedes all prior agreements that may have been executed in connection with the subject hereof. This Contract may be amended, but only by an instrument in writing signed by the Parties. The terms, provisions, and covenants of any such amendment/s shall inure to the benefit of and be binding upon the Parties hereto, their successors and assigns.

IN WITNESS WHEREOF, we have hereunto set our hands on the date and in the place first above-written.

Event Planner

EDWARD C. ALBARACIN
Client



Signed in the presence of:

MERIAM F. FALLAR
FAD Chief

GLENN A. ATIENZA
CID Chief

ACKNOWLEDGMENT

Republic of the Philippines)
Municipality of Odiongan) S.S.

BEFORE ME, a notary public for and in _____ this ___ day of _____ 2021
personally appeared the following:

	Competent proof of identity
EDWARD C. ALBARACIN	

Known to me and to me known to be the same persons who executed the foregoing Contract of Lease, consisting of three (3) pages including this page where the acknowledgment is written, and they acknowledged to me that the same is their free and voluntary act and deed as well the entities that either may be representing.

WITNESS MY HAND AND SEAL on the date and in the place first above written.

Doc. No.
Page No.
Book No.
Series of 2021.